



AMERICAN INSTITUTE IN TAIWAN TAIPEI OFFICE

Scheduling of Your Interview Appointment

An appointment will be scheduled for the applicant to go to the AIT Immigrant Visa Unit once all the required documents needed in connection with the application for an immigrant visa have been provided to the National Visa Center (NVC). The applicant(s) must appear on the appointed date. If the applicant(s) is/are UNABLE TO KEEP THE APPOINTMENT, please notify this office immediately by e-mail: VisaIV-AIT@state.gov.

Documents Required for your Interview

THE IMMIGRANT VISA APPLICATION WILL NOT BE PROCESSED IF THE APPLICANT(S) FAIL TO PROVIDE ALL REQUIRED DOCUMENTATION ISSUED FROM THE CORRECT ISSUING AUTHORITIES.

The appropriate supporting documents listed below that are pertinent to the case must have either been provided to the National Visa Center, or brought with the applicant(s) for presentation at the interview. To ensure the appropriate documents have been collected and provided from the correct issuing authorities, please reference the instructions provided at the following links:

http://travel.state.gov/visa/immigrants/info/info_3195.html
http://travel.state.gov/visa/immigrants/info/info_3830.html
<http://intranet.ca.state.gov/visas/reciprocity/country/9776.aspx>

Copies: For all documents (except passports/approved travel documents and photographs), please bring one original and one copy (if not already provided to NVC). If only one version of the required document is available, and another cannot be obtained, a photo-copy may be submitted the original must be presented at the interview for inspection. It will be returned upon completion of the interview.

Please use the checklist on the following page to ensure all appropriate documentation has been provided, or is available for presentation at the interview.

Documentation Checklist

- ☐ 1. **Photographs:** For each applicant, three identical color photographs with white background are required. The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted. For your reference, required documents are listed and described below:
- ☐ 2. **Passport** or Approved Travel Document (including all old passports if available).
- ☐ 3. **Marriage Certificate**, and/or **Divorce Certificate**, if applicable (see important note below).

NOTE: Married persons should present one copy of their marriage certificate. Proof of the termination of any previous marriage should also be submitted, e.g. death certificate of former spouse, or decree of divorce or annulment.

- ☐ 4. **Household Registration** (original and current) -- one for each person.
- ☐ 5. **Birth Certificate** for applicant, spouse, and children. (Each child, regardless of age, must provide a birth certificate. Birth certificates are required for all unmarried children under 21 years of age even if they do not intend to immigrate at this time.)

NOTE: People born in Taiwan and the People's Republic of China may apply for an original household registration in lieu of a birth certificate. The original household registration is the initial household registry that the applicant registered with the Household Administration after birth in Taiwan or upon first arrival in Taiwan. A household registration record (hukou) shows the name of the person, date of birth, names of parents and name of spouse, if married, and date of divorce, if applicable. A properly certified document will have a certification stamped on it, and will be impressed with the seal of the household registration in red ink. Household registration records may be obtained at local Household Administration offices in Taiwan. You may find more detailed information about how to apply for the Household Registration Record at <http://www.npa.gov.tw/NPAGip/wSite/mp?mp=4>

- ☐ 6. **Military** discharge record, if applicable.
- ☐ 7. **Evidence of financial support:** --Form I-864/I- 864 from petitioner and joint sponsor (if applicable); AND --the petitioner's U.S. tax return and U.S. tax form 1040/W-2 for the most recent year
- ☐ 8. **Police Certificates** from the applicant(s) country of origin and any other country in which the applicant(s) have resided for over 1 year after reaching the age of 16.
- ☐ 9. If applicable, **Court Records** showing any arrest and/or conviction.
- ☐ 10. **DS-230 (Part I, II)** Application for Immigrant Visa and Alien Registration.
- ☐ 11. **Medical Examination** (performed by designated panel physician within the past 6 months). Each child, regardless of age, must undergo a medical examination, and provide a birth certificate and three identical photographs.

Translations

IMPORTANT: All documents in languages other than Chinese or English must be accompanied by English translations, certified by a competent translator and sworn to before a Notary Public.

Visa Issuance

No assurance can be given in advance that the Consular Section of AIT will issue your visa. Only after all the applicant(s) documents have been reviewed, the medical examination(s) completed, and the applicant(s) have signed and sworn to the formal application and have been interviewed can a decision be reached by an American consular officer as to the applicant(s) eligibility under U.S. law to receive a visa. DO NOT TO MAKE ANY TRAVEL ARRANGEMENTS, DO NOT DISPOSE OF PROPERTY AND DO NOT TO GIVE UP EMPLOYMENT UNTIL THE VISA HAS BEEN ISSUED. Usually, a visa is valid for six months from the date of the medical exam, which means that any time within that six-month period the applicant(s) may travel to and apply for admission into the United States.

Going to the Interview

Cell phones are **NOT** allowed in the interviewing area, and access to the AIT Immigrant Visa Unit is limited to the following:

- Applicants
- Immigrant visa petitioners
- Parents or legal guardians of applicants
- Aides of disabled applicants

Application Cancellation

IMPORTANT: THE APPLICATION FOR AN IMMIGRANT VISA AND ANY APPROVED PETITION ON THE APPLICANT(S) BEHALF WILL BE CANCELED IN ONE YEAR IF THE APPLICANT(S) FAIL TO KEEP THE APPOINTMENT AND DO NOT RE-SCHEDULE.

Please present this letter to the Consular staff upon arrival at this office on your appointment day.

Sincerely,

Consular Section

美國在台協會
台北辦事處
安排面談

一旦所有相關之必備文件，均已提供給國家簽證中心（NVC）**之後**，簽證申請人將被安排至美國在台協會移民簽證組面談。申請人必須在指定日期出席。如果申請人無法準時出席，請立即以電子郵件通知本組：VisaV-AIT@state.gov。

面談所需文件

如果申請人未能提供由正確的發證機關所核發之所有必要的文件，移民簽證申請將無法進行。

以下所列與本案件相關的文件，應已提供給國家簽證中心或由申請人在面談時親自攜帶並遞交。請參考以下連結提供的說明，以確保所需的文件已準備齊全，且為由正確的發證機關核發：

http://travel.state.gov/visa/immigrants/info/info_3195.html
http://travel.state.gov/visa/immigrants/info/info_3830.html
<http://intranet.ca.state.gov/visas/reciprocity/country/9776.aspx>

副本：所有文件（除護照/認可的旅行證件和照片），請攜帶一份正本及複印件（如果未曾提供給國家簽證中心）。如果所需的文件僅可取得複印件，而正本原件無法先獲得，可以先提交副本。但正本文件，必須在面談時提交驗證。正本文件將在面談後歸還。

請使用下頁核對表，確保所有適當的文件已預先提交，或可在面談時提交。

文件核對表

☐ 1. **照片**：每一位申請人，需三張相同的彩色照片，其背景必需是白色的。照片應為2英寸正方（約50毫米正方），照片應為無邊，以頭部為中心框架。在雜亂，圖案，或深色背景之前拍攝之照片將不被接受。以下列出所需文件供您參考，並說明如下：

☐ 2. **護照** 或核准旅行證件（包括所有之舊護照）。

☐ 3. **結婚證書**，和/或 **離婚證書**，如適用（見下面的重要注意事項）。

注意：

已婚人士應提出一份結婚證書。任何過去婚姻終止的證明亦應提交，例如：前配偶的死亡證明，或離婚或婚姻無效的證明。

☐ 4. **戶籍謄本**（原始 和 現行） - 每位申請人一份。

☐ 5. **出生證明**：申請人，配偶和子女的出生證明。
（每個孩童，不論年齡，必須提出出生證明。所有21歲以下的未婚子女皆須提出出生證明，即使他們尚未打算在此時移民。）

請注意：在 台灣 或 中國大陸 出生者 可以申請原始 出生 登記 之 戶籍謄本 代替出生證明。原始出生登記 之 戶籍謄本 就是 您 在 台灣 出生後，或 第一次 到達 台灣 初次在戶政事務所 所做的戶籍登記。戶籍謄本上列有姓名、出生日期、父母及配偶姓名(如已婚)以及離婚日期(如有此情況)。
。正確認證的文件上有蓋章認證，並有戶政事務所之紅墨蓋印。戶籍謄本可以在台灣各地之戶政事務所申請。詳細之申請辦法請參照下面網站：<http://www.npa.gov.tw/NPAGip/wSite/mp?mp=4>

☐ 6. **退伍令**，如果適用。

☐ 7. **財力證明**：-- 由原提出申請人和聯合保證人(如果適用)提交的I-864表/I-864；及原申請人的美國**納稅申報單**和最近一年的美國報稅表1040/W-2。

☐ 8. **警察證明** 凡已滿16歲的簽證申請人必須提出原居住國和任何其它在16歲以後，曾居住達一年以上的國家所簽發的警察證明。

☐ 9. **法院紀錄**，如果適用，以 顯示任何逮捕和/或判刑記錄。

☐ 10. **DS-230 (Part I, II)** 移民簽證和外國籍人登記申請表。

☐ 11. **健康檢查**
(由指定的醫生於最近6個月內完成的檢查)。每一個孩童，不論年齡，都必須接受此健康檢查，並且提供出生證明和三張相同的照片。

翻譯

重要須知:

除了中文或英文以外的所有文件必須附英文翻譯，且必須由有資格的翻譯人證明並以宣誓方式公證。

簽發簽證

美國在台協會無法在面談之前確保可發給簽證。只有在所有簽證申請人的文件被檢查合格，健康檢查完成，和簽證申請人在正式的申請表上簽名宣誓並完成面談後由美國領事官員根據美國法規決定簽證申請人能否合格獲得簽證。**不要事前做任何旅行安排，不要處理財產和不要放棄工作直到確定獲得簽證。**通常，簽證的效期為健康檢查日起6個月有效，亦即在這6個月期間內任何時候簽證申請人均可旅行和申請進入美國。

前往面談

手機**不得**攜入面談區，並且得以進入美國在台協會移民簽證科者限制如下：

- 簽證申請人
- 原申請人
- 簽證申請人的父母或監護人
- 無行為能力申請人的協助者

取消申請

重要須知:

如果簽證申請人未能如期面談或未要求重新安排面談者，其移民簽證申請和任何被核准的簽證申請案將在一年後被取消。

請在約定的面談日攜帶此信至本組交給領事組的工作人員。

領事組

**American Institute In Taiwan
TAIPEI OFFICE**

7, Lane 134, Xin Yi Road, Section 3, Taipei,
Taiwan

Telephone: (02)2162-2000

美國在台協會臺北辦事處

臺北市信義路三段134巷7號

電話: 2162-2000

傳真: 2162-2253

電子信箱: visaiv-ait@state.gov

IMMIGRANT VISA INTERVIEW PROCEDURES

- **Step 1: Check-In.** Turn in your passport and appointment notice at **Window Three** on **Second** Floor. Please do not arrive at AIT any more than thirty (30) minutes prior to your scheduled interview however, applicants are not available to enter AIT building prior to 7:30 am; cases with earlier interview times will be handled first. Please have a seat and wait until the visa assistant at Window One, Two, or Three calls your name. Cases will be processed at each window in the order they were assigned to that window.
- **Step 2: Application fee.** After you are called to the window, you will first be asked to go to the third floor cashier and pay an application fee for each visa application that has not been prepaid at NVC in the United States. The new schedule will be effective April 13, 2012. You may pay in U.S. dollars, NT dollars or credit card. Checks are not accepted.
- **Step 3: Document Review.** After you have paid the fee(s), please give the receipt(s) to the visa assistant at Window One, Two or Three. The assistant will then review your documents with you. The visa assistant does not decide whether you qualify for a visa, but helps you prepare for your interview with an American Consular officer. After the document review, you will then be asked to sit down again until an American officer at Window Four calls you.
- **Step 4: Visa Interview.** The American Consular officer will review your application, ask questions, and make a decision about your case. If your application is not approvable that day, the officer will provide you with a written explanation of what is lacking in your case. In that instance, you will have to provide the missing information at a subsequent interview or by mailing the missing documents to the Immigrant Visa Unit at AIT. Detailed instructions on how to provide missing information will be given to you at the time of your interview.
- **Step 5: Issuing Visas.** When an immigrant visa application has been approved, the visas, passports, and other documentation will be returned to visa applicants through our courier service. Applicants will be given courier forms after their application has been approved. They should then fill out the courier forms and then go to the courier service window on first floor to complete courier processing. This service will be provided by Chau Feng Express Company, Ltd. at the rate of NT\$170 per envelope. One envelope can hold up to four visas; issuance of five or more visas will require additional envelopes. Passports containing visas and the additional documents will be returned to applicants in sealed envelopes via our courier service within two to three working days once a Consular officer approves the immigrant visa application. Applicants should **NOT** open their envelopes and must hand-carry them on the airplane.

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移民簽證面談程序

第一步：報到

將護照及面談通知單交給二樓3號窗口，請勿提早超過30分鐘到達。所有案件之面談順序將按照已排定的時間依序面談，報到後請靜坐等候1、2、或3號窗口的簽證助理人員喚名替您審核文件，所有案件將依序於各指定窗口進行文件的審核。

第二步：簽證申請費

當您被1、2、或3號窗口叫到名字後，您會被要求先到三樓出納窗口繳費(如果您之前未曾將此簽證申請費繳交給美國國家簽證中心)，此新費用的規定於2012年4月13日生效。您可以以美金，等值新台幣或信用卡付費，恕不接受支票。

第三步：文件審核

繳費完畢後，請將收據交回給原來的1、2、或3號窗口簽證助理人員，他們會逐一審核您帶來的文件，簽證助理人員將協助您備齊相關文件後呈送美籍領事官做面談準備，簽證助理人員不做簽證核准之決定，待文件審核後，請靜坐等候4號窗口的美籍領事官喚名面談。

第四步：面談

移民官會逐一審查您的申請案件，詢問問題以及為您的案子做決定。如當日未能核准，領事官會提供您一份書面的補件明細單。您可以隨後補件或郵寄至移民科，我們會在面談後給您一份詳細的補件說明。

第五步：簽證核准

簽證核准後，您的移民簽證、護照及其他文件將會透過超峰快遞公司交給您。簽證核准後，窗口會給您快遞表格填寫後交給一樓快遞公司窗口辦理。一個快遞信封可寄送四個人的移民簽證，五個人及五個人以上需兩個或兩個以上的信封，一個信封收費

新台幣170元。領事官核准簽證後, AIT會將您的護照及移民簽證文件委託快遞公司在2 - 3個工作天交給您。請**切勿自行拆開**內裝移民簽證文件印有"重要須知"的黃色封袋，該封袋必須親自隨身攜帶赴美入關。